

# Administrative - Internal Use Only

Approved For Release 2002/01/08 : CIA-RDP93B01194R000700010027-5

19 July 1979

MEMORANDUM FOR: Deputy Director for Operations  
Deputy Director for Science and Technology  
Deputy Director, National Foreign Assessment Center  
Administrative Officer, DCI

STATINTL

FROM: [REDACTED]  
Chief, Information Services Staff, DDA

SUBJECT: CIA Holdings of Permanent Records

1. The Classification Review Division, Information Services Staff, DDA has been directed to develop a plan identifying the number and types of personnel and resources required to comply with Executive Order 12065 to complete systematic classification review of Agency permanent records 20 years or older by 1988.

2. To formulate this Plan CRD must have reasonably firm estimates of the total holdings of Agency permanent records in addition to valid estimates of permanent records currently 20 years of age or older now as well as those reaching that age by 1988.

3. In April 1979 CRD was provided with estimates of component permanent record holdings at the Agency Archives and Records Center (AARC) and at Headquarters as of March 1979. The preliminary figures (cf. attachment) show that approximately 45,000 cubic feet of permanent records are currently held by the Agency in these two locations. Allowing for 2,000 pages per cubic foot, this equates to 90,000,000 pages.

4. The 45,000 cubic feet figure is subject to modification as a more comprehensive estimate of permanent holdings must await completion of records review by individual Agency components. This review is being conducted in accordance with the current records control schedule to cull out temporary from permanent materials.

5. The difficulties involved in determining the precise quantity of permanent records and those subject to systematic classification review now and during the next 10 years are fully appreciated. The reasons are many and varied. For example, components must first complete segregating temporary from permanent records; a cubic foot of permanent records often ranges from a few years of age to those more than 20 years old; Archives boxes which hold these records may not always be filled to capacity and thus cubic footage may be exaggerated; and documents which do not meet the criteria for permanent records are being found in records identified as permanent.

Approved For Release 2002/01/08 : CIA-RDP93B01194R000700010027-5

Administrative - Internal Use Only

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 2002/01/08 : CIA-RDP93B0194R000700010027-5

6. Lacking a comprehensive estimate of permanent holdings at this time and using the 45,000 cubic feet figure currently identified, CRD obtained a professional "guesstimate" of 25% or 11,250 cubic feet (22,500,000 pages) as being 20 years of age or older at this time. Based on these projections, an additional 25% would become 20 years of age by 1988. The estimated 10-year workload thus approximates 22,500 cubic feet or 45,000,000 pages.

7. In order for CRD to accomplish this resource planning, it is requested that addressees review component estimates shown in the attachments to ascertain if the data coincides with component records and to advise if updating or revision is required. Please forward to the undersigned any changes in data and/or confirmation of these estimates by COB on 26 July 1979.

STATINTL

Attachment: a/s

Distribution:

Orig - BDA *DDO*

1 - Each Other Addressee

2 - C/ISS/DDA *Subject*

1 - CRD/ISS

CRD/ISS [REDACTED] s (19 July 1979)

STATINTL

Approved For Release 2002/01/08 : CIA-RDP93B0194R000700010027-5

ADMINISTRATIVE-INTERNAL USE ONLY

ESTIMATED CIA RECORDS HOLDINGS

<u>LOCATION</u>	<u>ALL RECORDS (CUBIC FEET)</u>	<u>COMPONENT</u>	<u>PERMANENT* (CUBIC FEET)</u>	<u>ARCHIVES RECORDS REVIEW STATUS</u>
Records Center	80,533	ALL	14,029	
Archives	24,225 ----- Comprising			
	886	DDA	886	584 completed
	391	DDO	391	Finished
	8,817	DDS&T	8,817	80% finished
	613	DCI	613	72 completed
	12,601 <sup>1</sup>	NFAC	5,000	Review just started
	917 <sup>2</sup>	OTHER	254	Not begun
Headquarters	241,031 ----- Comprising			
	55,000	DDA	1,650	
	33,000	DDO	6,310 <sup>3</sup>	
	58,600	DDS&T	8,000	
	245 <sup>4</sup>	DCI	175	
	94,186	NFAC	600	
TOTAL	<u>345,789</u>		46,725 <u>-1,725</u> <u>45,000<sup>5</sup></u>	Culled out in review

\*Subject to review in accordance with current records control schedule to cull out temporary from permanent materials.

<sup>1</sup>Includes 3,164 cubic feet of unevaluated intelligence reports which may be declared temporary; 1,000 known temporary Token reports; 1,423 of OCR film; and 2,014 expected to be temporary.

<sup>2</sup>Includes 663 ground photos earmarked for accession to the Library of Congress or destruction.

<sup>3</sup>There is an additional 840 cubic feet of microfiche of DDO 201 files for which no hard copy exists and an estimated 3,000 cubic feet of OSS permanent records.

<sup>4</sup>Does not include OLC, OGC, Compt, IG, Public Affairs, EEO Staff, and IC Staff.

<sup>5</sup>Estimated total permanent records as of March 1979.